

TRADE DEVELOPMENT SPECIALIST

PURPOSE AND NATURE OF WORK

Position is responsible for assisting the International Trade Manager with international trade development efforts, information management, and policy and program development. Position is heavily involved in trade project development and management. The objective is to develop and nurture international trade relationships for area businesses. Work is performed under the general direction of the International Trade Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Organizes trade missions to foreign countries and develops itineraries for delegations visiting Lafayette. Organizes business matchings for International Business Exchange and for visiting delegations. Contacts business and conducts meetings to identify products and services that may be marketable abroad. Researches and answers questions concerning international trade. Functions as a liaison between Le Centre International and agencies associated with international trade. Counsels businesses in planning and initiating international trade ventures. Obtains information on international trade from existing data bases, publications, seminars, conventions and professional conferences. Oversees a library of trade publications and related resources. Compiles trade-related data, demographics, and economic statistics necessary for international trade planning. Recommends and develops new policies and ideas for new programs, or changes to existing ones. Develops and prepares seminars and workshops as required. Prepares press releases, news items and articles relating to international trade.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Written and spoken fluency in English and a foreign language determined by the needs of the position (e.g. Spanish, French, etc.)

Knowledge of the international trade development process.

Knowledge of research, data analysis, and report preparation techniques.

Knowledge of sources of international trade information and agencies associated with trade development.

Knowledge of local, state and federal policies, regulations and laws governing international trade.

Ability to communicate effectively, both orally and in writing, to groups and to individuals.

Ability to identify products and services with export potentials, review business plans, and provide guidance for businesses through research, data analysis and report writing.

Ability to establish and maintain effective working relationships with government agencies, professional associations, businesses, and other employees.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in international business and experience in international trade; or any equivalent combination of training and experience. Written and spoken fluency in English and a foreign language determined by the needs of the position (e.g. French, Spanish, etc.) Possession of a valid U.S. passport and a valid Louisiana driver's license. For non-U.S. citizens, possession of valid passport, U.S. Social Security card and adequate visa and work permit is required.